**Roles and Responsibilities**

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| **Role** | **Major Responsibilities** |
| **Executive Committee Chairman** | * Representative of the client * Head of the Executive Committee that is responsible for final approvals of all project stages |
| **Project Sponsor** | * Make decisions on key project issues |
| **Executive Sponsor** | * Representative of the sponsor * Representative of the client when not available * Primary point of contact representing user requirements * Support Project Manager in coordinating and validating user requirements and requests for changes (change orders) * Attend all design meetings, review meetings, procurement activities and meetings, Executive Committee meetings, and final approval meetings |
| **Project Manager** | * Prepare Project Management Plan * Ensure project is managed properly to achieve project goals and successfully complete deliverables * Mentor and coach Project Team members * Coordinate between different teams and stakeholders * Forecast and prevent issues before they develop and resolve any existing issues and disputes * Negotiate change orders and process them * Attend all meetings related to project |
| **Admin Assistant** | * Develop, prepare, and distributing reports * Assist in all administrative matters and office work related to project * Support Project Team * Ensure office and staff follow established procedures including employee orientation and training * Distribute mail across Project Team members * Coordinate vehicle uses in project activities |
| **Project Analysts Head** | * Lead team that consists of Planner, Scheduler, Cost Controller, and Coordinator * Responsible, with his group, for project documentation, performance measuring, project status reporting, and schedule analysis and reporting * Responsible with his team for risk identification and analysis * Responsible with his team for budget reporting and payments * Coordinate with Management Consultant Team to ensure conformance to all project requirements and specifications and compliance with all project quality standards * Ensure compliance with provincial and federal laws and regulations |
| **Designing Engineers Head** | * Coordinate with Project Team and other stakeholders to identify project requirements and specifications * Lead a team of Design Engineers responsible for site civil, electrical, mechanical, networking, and IT plans and designs based on project requirements and specifications * Provide cost estimates * Performs regular site visits * Support Management Consultant Team for quality audits * Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations |
| **Technicians Head** | * Lead a team of Technicians responsible for networking and IT equipment installations as well as supporting vendors and subcontractors * Coordinates project activities at site * Monitor progress of construction and equipment installation to ensure conformance to all project requirements and specifications and compliance with all project quality standards * Support Management Consultant Team for quality audits * Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations |
| **Contract Officer** | * Representative of Contracts and Purchasing department * Responsible for all contractual obligations * Attend all procurement activities and meetings and conduct RFP process * Coordinate with Project Analysts Head to ensure conformance to all project requirements and specifications and compliance with all project quality standards * Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations |